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ABSTRACT

A manual, designed to define the materials of local history and to tell how to deal with them, provides step-by-step instructions for setting up such collections. The collecting and selecting process is described, as are the organizational problems and possibilities in handling books, pamphlets, newspapers, periodicals, photographs, pictures, tape recordings, ephemera, clippings, manuscript materials, memorabilia, maps, drawings, and private collections. Additional advice is given for obtaining ownership or use of nonpublished materials, physical preservation of materials, cataloging and indexing, and providing services to the public and to local and national organizations. Information is also provided for training staff and volunteers as well as for developing special projects in the areas of oral history, community records, community resources, current history collections, and resource persons. A bibliography and a list of addresses and sources are included. (LS)

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LOCAL HISTORY

A Handbook

for the

Collection, Preservation, and Use

of Local History Materials

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Written by Enid T. Thompson
for
The Englewood Public Library
1975

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I. INTRODUCTION

Local history for librarians is much like greatness: some of us are born to it, some achieve it by looking for it, and some of us find it in the basement in dusty, unlabelled boxes. Whichever way we get it, if we deal with history in time we can find within the busy schedules a library maintains, with some planning and organization, we will find we have acquired a real treasure for our local area. This booklet is designed to define the materials of local history, and to tell how to deal with them. It is not designed to be read through and remembered. Rather it should be consulted when needed; for example, upon the arrival of a wrapped package of gift materials or the opening of a dusty box from downstairs. The first and chief thing to remember is this: DON'T BE AFRAID OF LOCAL HISTORY MATERIALS.

If there is a collection to organize and use, or if the library is actively seeking materials to fill a need, the first thing to do is to look at the known history of the area, and then take a thoughtful, slow look at the materials in hand. At first opportunity, paying no attention to format, condition or source, written material should be read and pictorial material studied, purely in a spirit of curiosity. If it answers questions or sparks a desire to tell others about it, it probably has a place in local history.

If things fall naturally into groupings, such as schools, or people, or decades, they can be placed together. They can be left in these natural subject groupings, perhaps stored together in files, envelopes or boxes. History is indigenous. The things that people have considered important enough to save are the things with which to begin a collection.

Let this natural grouping take a period of time, and the subjects

will clarify themselves. When there are several small boxes or one file drawer of material it will be time to go to the first chapter of this booklet, and to decide how to begin the further organizing of the local history. It may be that some things, such as newspapers, or photos, or school memorabilia are easy and cheap to collect, and very useful. On the other hand, it may be that there is really nothing available on the history of a particular area. Then something must be created, perhaps in the form of tape recordings or reminiscences of old-timers. This booklet will then provide some helpful ideas and advice. The detailed information may be ignored if it is not needed or adapted to serve the specific local situation. Local history is a form of pioneering. Things develop, and adapt, and adjust in this type of collection as they do in history. The end result is usually much more useful and impressive than the parts and processes. Like time and history, the building of a local collection follows the larger pattern of growth of the area; it cannot be forced, or hurried, but it can be very rewarding and even fun.

II. COLLECTING LOCAL HISTORY--"WHY ME?"

The local public library is the logical place to collect, preserve, and disseminate the history of any given area simply because it is the local library. No other agency has the library's interest, the overall view, the close contact with a large segment of the population on a name to name, person to person basis. The staff, building, and means, however small all of them are, can bring some order to local history by adapting existing services and functions to local history needs. The library is also in a position to define its own locale and to put limits on its collecting. It knows its financial base; it probably already has a long history in the area; and it intimately knows the people who will be building and using the collecting. When it has defined area and purpose, it needs to look beyond these only to lay or utilize a broad foundation of fact, to put the area in context, and to provide perspective.

The collectible materials of local history fall roughly into the following categories:

Books
Pamphlets
Newspapers
Periodicals - Periodical Articles
Pictures
Tape Recordings
Ephemera
Clippings
Manuscript Materials
Memorabilia
Maps and Measured Drawings
"Collections" and such items as scrapbooks

Once a library has evinced an interest in collecting these things, they begin to be brought in as gifts. That is where the material in the boxes in the basement came from. Once the decision has been consciously made to have a local history collection, availability must not be the only criterion for collection. The different kinds of materials have

different values in potential use and in cost of processing and upkeep, even if the cost is only staff time and labor. Storage space is also a prime consideration.

Often a collection of photographs and newspapers is the most valuable thing on the list for a small library. Such items are used constantly and make many friends for the library that has them available. Ephemera is often of marginal research value, but it can be interesting. Manuscripts, maps and tape recordings are usually more difficult and expensive to acquire, process, store and service than simpler forms of history materials. However, they may be available when nothing else is and are always valuable.

Once a long thoughtful look at the existing local history collection has been taken the expressed needs of the community for more local history must be considered. The next step is to decide which materials, or types of material, will provide the most local history for the amount of time, energy and money available. Base the collection on the already existing materials and the chosen form of material. The situation may change--someone may offer an entire 90 year collection of local photographs, for instance--so that the collection can expand to other types of materials, or to greater depths of collecting and interpreting. Until the situation warrants, however, energy and funds should be expended where they will be of greatest value. There is always an interest in local matters, but lack of space and staff necessitates value judgments. It is far better to have a well-balanced, well-managed, well-used collection of bound newspapers and photographs, in one file drawer, than several hundred boxes of unidentified, unprocessed, unusable items.

III. ORGANIZING AND PROCESSING

The materials of local history in a library differ from traditional library materials, and are handled somewhat differently, but the traditional functions of acquisition, processing and servicing are basic to both.

BOOKS

In an established library the addition of a special collection is based on an already established collection of books about the state and region, a file of local newspapers and periodicals, a well guarded collection of books by "local" authors, and books about the immediate area. These books and periodicals usually cover a geographical area larger than the defined community, since the collection was probably assembled to serve students required to study the state's history. These books, particularly the earlier ones, are traditionally kept in a locked case, and are used only in the library. As new local history or regional travel books are published, it is usually helpful to buy two copies, one to be circulated, and the other to be placed in the established collection in the locked case.

This book collection is the basis for any local history collection. it includes:

A. Standard state and regional histories; as many as possible
B. The old and the new texts for teaching state history
C. Copies of both adult and children's books about life in the area
D. Travel and recreational guides
E. Biographies
F. Directories
G. Fiction and non-fiction

Genealogical materials as such are not of great value in a local history collection. Emphasis should be on the historical development of the area; this of necessity means histories of persons and the part they played in the development. It does not need to be concerned with family

trees and interrelationships except where this point was definitive to the history of the area.

Directories of all kinds are especially helpful--city, business, school rosters, club rosters, church rosters, and telephone books. When the current edition is superseded, the old one should be added to the locked case.

Books and periodicals are always handled by the regular cataloging and control systems in use in the library with the exception of locking them up and not allowing the special collection copy to circulate. Sometimes, it is necessary to suspend some book selection criteria to include a book by a local author or with a local setting--local interest taking precedence over quality.

PAMPHLETS

Any pamphlet published in or about the area is a valuable item in a local history collection: Chamber of Commerce brochures, the land pamphlets published by the railroads in the settlement periods, advertisements for stores and theatres, catalogs of local merchants or farms or ranches, catalogs of schools or academies all contain information. If there is serious factual error (and sometimes there is, particularly in a promotional item), the errors should be noted in soft pencil on the item, with the authority for the correction given; for example, on a pamphlet promoting a ski area, if the area was never built because of lack of snow or lack of funding, the newspaper accounts of the affair can be cited--"See The Echo, Mar. 11, 1966, p. 4." or "John Jones, promoter, told Mrs. Jim Smith, that the company folded for lack of money in March 1966." The maps, the photographs, the names and the dreams shown will nevertheless have contributed something to the local picture.

Pamphlets should be placed in the protective cardboard covers used traditionally in libraries, provided they can be used without damaging the

pamphlets. The item is then cataloged as a monograph and can be placed in the regular local history collection. If it cannot be placed in a cover, it should be slipped into an envelope to protect the probably fragile outer leaves and placed in the ephemera file. Sometimes envelopes--file size acid-free ones are best--contain several pamphlets on closely related subjects. The photographs in pamphlets are often not available anywhere else, and are therefore valuable for historical study, but since they are usually printed by a half-tone or screening process they are often not good for reproduction.

NEWSPAPERS The real backbone of any purely local history collection is a file of local newspapers, either original or on microfilm. If a library does not own such a file this should be the first acquisition. The library should thoroughly explore the possibility of the existence of a file elsewhere in the area. Publishers are required to maintain files, but often, since they do not wish to provide reference service, will donate them to the library with an ongoing subscription. Often they will loan them for microfilming. Newspapers on microfilm are available from the State Historical Society of Colorado, which has the largest collection of Colorado newspapers in existence. The Society also has a list of other newspaper collections in existence. A good bibliography of Colorado newspapers is:

> Oehlerts, Donald A Guide to Colorado Newspapers, 1859-1964. Denver, Bibliographical Center for Research, Rocky Mountain Region, 1965, $15.00.

This is an excellent reference tool for libraries. It lists all known Colorado newspapers by county, town, and date, and shows where files exist. If a file of newspapers exists which is not on microfilm the State Historical Society will assist in microfilming them. The Society sells positive copies of all the papers they have on file. For additional

information, see below under "Micro-filming."

Care should be exercised to collect files of advertising newspapers that are distributed free in a community. Several copies of special issues of the local paper, such as anniversary issues, should be secured to place in the ephemera file as well as the newspaper file.

PERIODICALS Magazines or journals published in a locale or dealing with it should be acquired, whether they are literary, business, advertising, or anything else. The publications of the state university, state historical society, local colleges and schools, and other groups should be collected. In Colorado this would include:

Colorado Magazine	quarterly	State Historical Society of Colorado
Colorado Quarterly	"	University of Colorado
Colorful Colorado	"	Both published by Merrill W. Hastings
Colorado Business	monthly	7190 W. 14 Avenue
		Denver, CO 80015

Magazines of special interest in the area, such as skiing magazines, mining journals, farming journals--anything that is apt to mention the locale or the area should also be subscribed to, and if the files are not to be kept, the magazines should be clipped for articles of local interest. The articles may be dropped in the ephemera file after the source and date are noted on the article.

PHOTOGRAPHS AND PICTURES Materials in a picture collection can be of several kinds: prints, negatives, glass plates, slides, clippings, nitrate film, picture books, postcards, albums, sketches, or paintings. Pictures are usually the easiest of local history materials to collect, because almost every family has pictures that were of interest to them at a particular time, and cameras have been very common since the beginning of the century. Every town also had its photographer, or one that visited on schedule. Prints and negatives of pictures, are often still in possession of the owner, usually the photographer himself, whether amateur or professional.

If the owner will not give the picture he will often loan the picture, or better yet, the negative, for copying. If the person who made or collected the picture is no longer alive the younger members of the family are usually delighted to give the collection to the library in the interests of gaining space and prestige. The most important thing about collecting pictures is securing identification of the persons and places depicted, and establishing a date for the picture.

Whenever possible, acquire both negative and print. Ownership of picture rights lies in the negative rather than the print. It is also much easier to develop detail of a photo from a negative than from the process of copying the print for a copy negative and then making a third generation print from the copy negative. Each step in the photographic process loses 10% of the detail and sharpness of a photo, so the original negative is particularly valuable. Slides can be made from photographs, and prints can be made from slides, but neither have the qualities of good photography--clarity and sharpness--so that a negative is to be treasured.

Photos and even negatives come into a collection in various sizes, but if prints are borrowed to be copied, or a collection of negatives is being built, a size for each must be decided upon. Negatives reproduce well and are least expensive in the 4' x 5' size. Prints ordinarily come in 4' x 5', 5' x 7', or 8' x 10'. In prints the 5' x 7' has the advantages of optimum clarity with economy; there is considerable loss of detail in a 4' x 5' print, and 8' x 10' prints are expensive.

Print and negative should always be kept together until identified and marked with a negative number. Ball point pens that are filled with india ink are now available, and are very helpful. Never use anything but a soft (#2) pencil to write on the back of a print. A ball point

pen, typewriter or hard pencil breaks the finish of the print.

Identification of the photo should include names, places, dates, details, name of photographer, name of donor, and any other fact that can be found. If there are differences of opinion about these things each should be fully recorded. In newspaper offices the identification or caption of a photo is usually typed on a slip of paper and glued or taped to the photo, but in a library such identification too often becomes torn off and lost.

The back of a print when it is properly identified should look like this:

Subject heading	Englewood 1920-29	
	Broadway 3400 block Looking north Ca. 1924	Identification
	Taken during Englewood Days Celebration by John Doe	Photographer
	gift, 1972 from Pearl White J. Doe's granddaughter	Donor
Neg. #	Neg. #111 Slide #23 Library stamp	Slide #

The negative number--given to each negative in numerical succession as it is acquired--is placed:

1. In the lower left hand corner of the negative on the nonemulsion or shiny side with the india ink marker,
2. On the outside of the negative envelope, along with the rest of identification,
3. In the lower left hand corner of the reverse of the print.

If there is also a slide of the photo this should be noted on the back of the print, giving the slide number.

NOTE: <u>The negative number is the only key between the negatives, prints, and slides</u>.

The negatives are filed in numerical order, each in a small envelope, while the prints are filed in folders or envelopes by subject,

and in groups of 10-25 because a researcher usually wants a number of prints to study for details.

The subject headings under which the prints are filed are the same ones used in the rest of the local history collection. Establishing headings will be discussed under processing materials. This subject heading system is self-indexing. The numerical system serves as a control system, protecting against loss, and giving inventory control. Both systems are open-ended. Any number of prints or negatives can be added at any time, and prints can be placed in the collection without negatives. Negatives should never be numbered and filed without a print for reference.

Slides are numbered in sequence as they are acquired, and are filed in numerical order. Notes of slides are made on the prints, which again are used as the reference key. If a slide exists for which there is no print, an index card should be made on which all the information, including slide number and negative number if any is given. This index card is dropped into the folder or envelope of prints so that the researcher or librarian will realize that the slide exists.

Photographic prints can be cleaned if they are soiled by gently rubbing with an art gum or pink pearl eraser over the entire surface of the print. This should be done before the photo is sent to be copied as a matter of routine.

TAPE RECORDINGS

One of the more recent and more successful tools for collecting local history is the tape recording. The inclusion of tapes in a collection greatly expands and enhances the entire collection. It explains pieces of memorabilia; it fills in details of episodes; it gives differing viewpoints; and it brings an entirely new human dimension to the facts of history.

Tapes are made either on cassettes or on tape reels. The cassettes and cassette recorders are small and easy to use, while the reel tapes and machines are harder to handle. The cassette recorders are usually not as expensive as the big reel machines, but the cassette tapes are more expensive than reels. Since it is fairly easy to erase a reel recording while using it, it is wise before planning a tape recording collection to decide not to let the original tape be played. Make a copy of the original or master tape for reference, and store the original. It should be stored in a wooden case as metal cases produce magnetic reactions in tape that can destroy sound images.

After the acquisition of a recorder and some tapes the next problem to be faced is selection of the interviewer and the interviewee. The interviewer must be familiar with the history of the area so that he can keep the conversation going unobtrusively, and so that he does not overlook important leads; storytellers sometimes are so familiar with their material that they leave out important details. It is the job of the interviewer to draw out these details. Often memory plays tricks on the interviewee, and the interviewer should be knowledgeable so that there can be discussion of the facts as they are recorded elsewhere. The basic written materials in the local history collection should be firmly in the interviewer's mind as an outline on which to record oral history. The interviewee must have some knowledge of the subject on which he is speaking, and should be selected to fill gaps in local history, such as details about churches or business or special subjects. Often having two or more persons interviewed at the same time makes an interesting tape, because one person's recollections stir the second person's. Persons who have been active in the community should be asked about their

activities, and officials should be asked to report their version of events during the time they served. Brief transcripts or resumes should be made of the tapes quite soon after they are made and copied. These serve as indexes to the subjects of the tapes, and can be scanned by the researcher to see if it is worthwhile to listen to the tape itself. A file of cards listing the tapes as they are acquired should also be kept as a catalog for the use of the public.

The master or original tape should be removed from storage and rewound at least once a year to prevent the formation of magnetic spots from one area of the tape to another causing erasure or distortion of the sound. The copy tapes should also be rewound if they have not been used. Some very important current events, such as speeches, celebrations, etc. may be taped and included in the collection--but they should be very special occasions. Such tapes are not ordinarily considered oral history.

EPHEMERA

Much valuable local history material is embodied in the type of material called ephemera; materials which were produced to be used once and thrown away. Many pamphlets fall into this class, but they can usually best be handled as monographs. Ephemera is used to class such things as programs, menus, organizational reports, handbills, funeral and sales notices, wedding announcements, sales slips, advertisements and posters, ballots, report cards... any item used to pass information on from person to person, and particularly one that mentions names, places, dates. Ephemera is often printed on very poor quality paper; it usually has been folded and exposed to dirt and weather, and often the year is not given if a date is mentioned. Any identification or dates should be pencilled lightly on the back after the item is cleaned and straightened. The items are then placed in envelopes or folders in a filing case,

arranged by subject. Here they are protected, available, and in the course of time, since items can be continually added, extremely informative.

CLIPPINGS Clippings are an especially valuable type of ephemera. These can be clipped by a staff member or volunteer, or they can be given to the library by someone who clipped them at home. Sometimes as gifts they come singly, sometimes shoved into an envelope, sometimes pasted into scrapbooks. It is fortunate when they are either loose or pasted into scrapbooks on a purely subject basis, because then they are easier to straighten, protect, and include in the ephemera file.

A clipping file from the local paper maintained in the library, with each clipping identified by newspaper, date and page and arranged by subject can serve as a good index to local history, and also to the local newspaper. The important thing about clippings is to make sure that source, date, and subject are noted, and that the clippings are protected from wear and tear by being placed in folders, envelopes, or by mounting.

One staff member should be responsible for the ephemera files. Volunteer help is especially desirable in collecting ephemera and clippings, but some one person must be responsible for the placing of the material in the file, and retrieving and collating it. If this is not done with consistant care the file will become either a jumble or a skeleton, stripped of items that flesh it out. The decisions about subject headings and filing must also be made by this person, because of knowledge of relationships to other materials and needs.

MANUSCRIPTS The category of manuscript materials covers such items as memoirs, diaries, journals, reminiscences, school essays, club minutes, business records and collections, church records, collections of letters, and

memorabilia. Each item is usually the only one in existence, and is usually handwritten, although the phrase covers typed, or even mimeographed materials. These materials are often the most valuable parts of a local history collection, but they pose special problems in ownership, processing, and servicing. Sets of records, such as the secretary's papers or the president's papers of a church, school, club, business, civic group, political party, or other community organization are very special materials, and they require special places and room for storage. They need to be kept together as a unit, and they are processed and serviced with special techniques. They are usually worth all the care they require.

Sometimes a donor gives materials and wishes them kept together as a collection. If they are about one subject the request may be easy to grant, but the decision about what to do with the material and how it should be handled must rest with the librarian. If the subject matter varies widely the collection would probably be most useful if distributed with other related material in the local history collection.

Gifts of material which do not deal with the local area should be declined. To be included in a local history collection the material must illuminate the life in the locale rather than the interests of the local donor.

MEMORABILIA Memorabilia takes many forms, but usually it is small souvenir objects. Printed material, such as menus, programs, or sales slips, may be included in the ephemera collection. Do not hesitate to refuse items that more properly belong in a museum. Libraries deal with documentation and not with objects. A written policy statement as a first step in a local history program can simplify the acquisition and caring for a collection.

MAPS AND MEASURED DRAWINGS

Both area and small localized maps are of great importance in local history. Of special interest are the sketch maps which local people draw showing locations that never appear on larger commercial maps. These may be farms, ditches, tram routes, buildings and other geographic details that are subject to change of ownership or structure. Some small maps show up in pamphlets or on sales handbills or advertising posters.

Artisan's or artist's sketches of buildings, parks, farms or houses and architect's plans contribute a great deal to knowledge of a local scene. Often these hand drawn sketches are on poor quality paper, or the plans of a builder are very crude and have been work and weather worn. They are well worth saving however, along with state, city, gas company and travel maps.

Maps and drawings should be cleaned, straightened and stored flat. If they are subject to much use they should be framed or mounted.

COLLECTIONS

Sometimes a local person gives a mass of materials in many formats to the library. If the subject of the collection is homogenous, it is usually wise to keep the collection together, stored in a Hollinger or other storage box, and cataloged or indexed as the "Smith Collection" under the proper subject heading or headings. If it covers more than three subjects at the most, this plan would not be feasible.

FINALLY,

A basic book collection, newspapers, photographs and some ephemera can give a local history collection a personalized identity that is available to a community in no other way. If there is an absolute lack of printed or written materials on the area, a taping program may be the only means of securing the facts and flavor of the local history. The important points to record in local history, either in print or in words or pictures are people's names, place names, dates and a sense of

immediacy. These are the very stuff--the warp and woof--of history.

While the materials were being collected and analyzed and put together with the other items related to them in subject if not in format, the librarian will have been finding strengths, weaknesses, gaps, and problems. The need for policy statements, and procedure guides will have become apparent. These should be formulated in a looseleaf notebook as the process continues. They can be based on the facts given here or in other sources, but they can and must be adapted to the collection and its growth.

IV. OWNERSHIP, DEEDS OF GIFT, AND OTHER ASPECTS OF THE LAW

OWNERSHIP The ownership of library materials is, under ordinary circumstances, protected by the laws of purchase, by special city ordinances or library rules regulating fines and missing books, and by the laws of copyright, which are at present under Congressional revision. The exception to these general library laws and regulations is the materials of local history: letters, manuscripts, photographs, memoirs, tape recordings--all the unique materials that represent real value in a local history collection. These materials are protected by the old "common law" which provides that these personal, unpublished materials are the property of the writer or producer, and/or his heirs or assignees. They must not be used except with the permission of the owner or owners.

DEEDS OF GIFT Ownership of these materials, is assigned to a library by a deed of gift from the producer, heir of the producer, or assignee who assigns his interest. This Deed of Gift is a simple form describing the material. When signed and dated, it will protect the library in its use of the material, since it gives the material to the library for its possession, use and protection. A sample Deed of Gift appears on the next page.

These deeds must be kept in a permanent file among the library's records. All material acquired should be accompanied by a deed. A place on the deed allows for the recording of restrictions, such as not making the material public for a period of time. Without the opportunity to restrict access to materials gifts might not be given, particularly as many restrictions run out after the lifetime of a donor. The restrictions are a means of protecting the privacy of individuals but at

City of Englewood

3400 South Elati Street
Englewood, Colorado 80110

Phone (303) 761-1140

DEED OF GIFT

(Date)_____

The Englewood Public Library acknowledges the receipt of the following items from

_____(Name)

_____(Address)

These items are:

☐ A gift to the Library

☐ On loan for _____(Length of time)

☐ If on loan, may they be copied? ☐ Yes ☐ No

(Owner) _____

(Library) _____

the same time providing for access to facts in the course of time.

A duplicate deed of gift, again signed by both parties to the transaction, may be kept by the donor of the gift as a receipt. When a researcher uses material in the local history collection it is wise to keep a record of who he was, when he used it, and the purpose for which he used it. This is particularly important in the case of materials on which any restrictions have been placed. These records may be kept attached to the deed of gift.

APPRAISALS Gifts of local history materials, particularly if they are the kind that could be sold to an antique or book dealer, are usually tax deductible. This raises questions of evaluation and appraisal. The second deed of gift, or a regular receipt, given to the donor is his record for tax purposes. THE ACCEPTING INSTITUTION DOES NOT MAKE EVALUATIONS OR APPRAISALS. These are the responsibility of the donor. In cases of gifts of considerable value the donor hires a qualified appraiser, and pays his fee, although the appraisal must be done in the accepting institution after the gift is accepted. Except for maintaining the gift for use and inspection if required, the accepting library has no interest in the tax claims of the donor of the gift.

EVALUATION The value of materials for a library depends a great deal on their condition and the amount of identification they have; facts establishing who, what, when, why, where and how. When a gift is accepted it is wise to ask many questions about the material and to record the facts clearly, both on the deed of gift and on the material itself. All material should be identified as to source. Even conflicting details should be recorded, becuase at some time the accuracy of the facts may be determined, perhaps by persons using the materials. Someone on the library staff, either paid or volunteer, should be responsible for

research and identification of all gift material as soon as possible after receipt and before processing. Display and discussion of the gift within the library stimulates interest, identification, and often further gifts.

COPYRIGHT Newspaper and magazine articles, handbills, brochures and other published items, intended for public information and dissemination, are not covered by common law, but by copyright law, and often they are not copyrighted. They are also subject to the laws of slander and libel, but any problems would have arisen on publication, so when they are in a local history collection they may be used and copied and quoted just as in any other library material. If copyrighted they are subject to "fair use" restrictions; otherwise they are in the public domain.

V. PRESERVATION: CLEANING, MENDING, STORAGE AND OTHER CHORES

Local history materials are frequently old, dirty and fragile. They require special care to make them last and to make them useable. This is particularly true of materials produced since 1880, either written or printed. Most paper manufactured since 1880 is of a highly acidic or sulphide content that yellows easily, and is made of wood pulp rather than rags, which means that it tears very easily. When both conditions appear, as in old (and new) newspapers, the paper discolors very quickly and flakes away every time it is touched. Photographs fade, get dirty, or lose corners or identification. Sometimes they were improperly washed, and consequently the print fades. Tapes and microfilms require special storage. Preservation of these unique materials is therefore extremely important, and sometimes bothersome. Each item has be assessed and handled individually, and cared for by hand and individually until it is incorporated into a system that evolves as materials accumulate and

are handled.

CLEANING

The first step in handling old materials is straightening them out, removing folds that are not needed for storage, removing pins and old rubber bands, and brushing off surface dirt. Paper can be washed with water or with solvents if it is strong and in fairly good shape, but this is no job for anyone but a trained conservator. It is sufficient in most cases to straighten, flatten, brush clean and protect by putting in protective covers. If the material is bulky and is probably going to be used a great deal, as is the case with files of newspapers, it is probably best to microfilm it for everyday use.

Soft cheesecloth and camel's hair brushes or good quality paint brushes are the handiest cleaning tools for basic preservation. If the materials appear to be mildewed or to have fungus, they must be fumigated or sprayed with a decontaminant. It is wise to call for help of a conservator before this process is attempted. Blue mould and green moulds are fairly easy to control, but if the mould has turned red or purple the material is usually too far gone to save. Fortunately, this is not a great problem in Colorado.

ART GUM ETC.

Art gum or pink pearl erasers are safe to use on photos or very strong papers if used gently, carefully and all over the surface exposed. On large items wall paper cleaner is also safe. The pins and old rotted paper bands that were removed should be replaced, if necessary to keep items together, with copper, stainless steel, or plastic clips.

Protective coverings of many kinds are needed in a local history collection. The purpose of covering the materials is to strengthen them for use, or to keep them clean and away from light, and to keep items together that belong together. Board binders from library supply houses can be used, or plastic covers, "Baggies" or acid free "picture envelopes".

Good quality brown paper envelopes also work very well, and so does wrapping items in brown paper. Even clean cardboard boxes, lined with plastic (to keep the acid from the cardboard away from the material) have a place in protecting these materials. The main thing is to keep them clean, safe and together until expert help or better systems are available. NEVER use scotch tape of other pressure tapes on local history materials. If old dried tape has discolored a paper, nothing can be done to remove the stains. If the tape has gone sticky instead, it can sometimes be removed, very carefully, with ether or a spray solvent. This again is a job for an expert. Plastic glues and "glue-alls" should also be avoided in favor of plain flour and water paste.

Cleaning in these simple steps, simple mending, and proper storage of the materials will probably preserve local history materials for use for as long as they are needed. If it will not, copy the materials, or microfilm them, then wrap and store the originals where they will not be called upon for use.

REMEMBER: IN CLEANING AND MENDING UNIQUE MATERIALS IT IS BETTER TO DO NOTHING THAN TO DO THE WRONG THING.

MENDING

Mending and mounting of materials should always be done in the simplest manner possible, with the simplest tools. For mounting, acid free paper (good quality rag bond paper is usually the most easily available), or acid free board (from an art supply store, or the brand "Permalife") are needed. Japanese tissue, available from library supply houses, is needed for mending.

A home made flour paste is the very best adhesive for any library

mending.* When mending or mounting, the paste should always be very thin and spread with a paint brush. Pasted items should be placed between two sheets of waxed paper, then between sheets of white blotter, and pressed, either in a book press, an old letter press, or between boards and weights. Japanese tissue for mending should always be torn, and never cut, because the papers bond much better if torn.

Items that are large, or that are really coming to pieces should be mounted on a sheet of Japanese tissue. Maps should be mounted on fine, all-cotton organdy. The only other requisites for a cleaning and mending program are a table to work on, a binder's bond (from the library supply house), and a great deal of patience. Local history materials cannot be hurried.

STORAGE

When the materials are ready to be put away, they can be placed on shelves of the locked case, or placed by subject in the local history case or file, or placed in storage areas away from public access. Each item should have some form of protection: a plastic slip case, a periodical binder, a manila file folder, a brown envelope, or a brown paper wrapping. These protective covers will take the wear and tear of storage and handling for the item, protect it from dust, from light, and from excess handling, all of which are the worst enemies of documents.

In ideal conditions materials are protected from light, particularly flourescent lights, and live in a temperature between 60-70 F. and a

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*Recipe: 1 cup of wheat flour, beaten into enough cold water to make cake batter consistency. Pour into batter 3/4 or 7/8 pint boiling water, and beat smooth. Put over flame, stirring constantly both sides and bottom of pan. Cook 5 minutes after it begins to boil and thicken. Add 1 tblsp. formaldenyde when cool, and store in covered jar. Add water to thin before use.

humidity of 40-50%. Since this is ideal for people, there should be no problem in judging if the documents are safe--they are if their custodians are comfortable. We would all like air-conditioning and humidity control, but if it is not available, use old fashioned devices: pull the blinds in summer, put pans of water on the stoves in winter. If the people can survive, so can the materials.

It is much better for the materials to be cared for, and about, in a library than to be left in a hot dusty attic,or cold, damp cellar. Never give up collecting local history materials because conditions are not ideal, just do the best possible thing under present conditions; more local history has been saved in Colorado by shelves in a small library and brown paper wrappings than by any amount of air conditioning.

LABELLING Never store or shelve anything without labelling it. Write on the back of single items in #2 pencil. Write on wrapped packages with a felt-tipped pen, so that packages can be identified without being handled or opened. (If materials are stored in boxes, either temporarily or permanently, the box should be clearly labelled with the content and the source.) When an item is removed, and returned, this should be noted, so that items are not lost or returned to the wrong place. Photo labelling has been discussed previously.

One thing becomes very obvious in working with local history materials: no one ever complained about too much identification or too much labelling--but much grief and work and worry has resulted from carelessness about it or lack of it.

MICRO-FILMING By far the easiest way to acquire, preserve, use and store bulky items such as newspapers is by micro-filming.

The State Historical Society of Colorado has an extensive collection of Colorado newspapers on film and sells positive prints at a charge of

about 10¢ a foot or $10.00 a reel. They also have an extensive listing of local papers, so that if you need a history of the newspapers in your area they can help you find it. If you locate a file of papers, perhaps in the publisher's office, that the Society does not already have on film, they will microfilm it and make a positive copy for the discovering institution. The Society retains the negative and a research positive in Denver, and returns the original to the owner, besides listing the new discovery in all regular newspaper finding aids. All this is a tremendous protection for the newspaper and a great assistance to the historical researcher both nationally and locally.

Microfilm readers, essential to the use of film, are becoming very common, quite small and relatively inexpensive. When it is time to consider purchasing a reader, new catalogs and information should be secured through a local audio visual dealer or by writing to the National Microfilm Association, or the State Historical Society. Since reader models change often, it is not wise to use old catalogs or information. A local dealer will be of assistance in servicing a machine as well as installing it.

COLLATION AND RESTRICTING USE

One of the most important means of preserving local history materials is restricting access by keeping the materials in locked cases and by having the librarian supervise their use. When the researcher has finished using them, they should be collated. This is the library technique of checking the material, in the presence of the user, to make sure that all parts are present and that it is in good condition. With such diverse and scattered materials as photos, clippings or maps each item should be recorded or at least counted when it is taken from the file, and counted upon the user's returning it. The use of a check-out card with user's name on it is very helpful in collation and reshelving.

These cards are usually available from library supply houses or sheets of colored construction or typing paper can be used. Time is well spent in collating local history materials because they are unique, and if lost or misplaced they are usually gone forever.

VI. PROCESSING

CATALOGING Regular library cataloging is not satisfactory for local history materials except for items which can be handled as monographs. The problem of handling materials that come in as single ephemeral items or as a collection, often precludes the use of monograph cataloging. They must nonetheless be accessioned, inventoried, and listed so that they are recorded and available for use, as in the book catalog and shelf list. They must also be shown in relationship to other materials, as in the subject catalog. Provision must also be made for constant addition of materials.

These controls are managed by using finding aids that list materials as items or groups of items according to subject. Access is by subject heading or by index. Since most local historians seem to want information in depth and detail rather than from an encyclopedia approach, they usually prefer to have a great deal of material to study. They also want to use all such materials as tapes, photos, newspapers or any other materials that illuminate their chosen subject.

For this reason the list of subject headings for photos, for ephemera, for monographs must all be the same. The headings must grow out of the materials available in the collection, and must be unique to and illustrative of the locale and the collection. Photos or ephemera should be collected in some quantity and studied before subject headings are decided upon. Headings are expandable, of course, as materials are added to the collection, or as new subjects become important in local history. Once they are established, however, they can be the key to an entire local history collection.

The subject headings of the Englewood collection are:

Englewood. General History

Englewood	Before 1900
"	1900-1909
"	1910-1919
	1920-1929
	1930-1939
	1940-1949
	1950-1959
	1960-1969
	1970-1979
	1980-

Bridges
Buildings *
Businesses
    Alexander Aircraft
    Alexander Film Co. *
Churches *
Elections
Fire Department (Volunteer)
Floods 1917, 1927, 1933, 1965
Government and Government Officials
Holidays
Hospitals and Health
Industry
Library
Maps
Minorities
Negroes
Natural Features (NF)
Organizations
Parks and Recreation
Police
Recreation
Residences
Schools *
Streets
Transportation
    Cherrelyn Horse Car *
Water

Places -

Castlewood
Cherrelyn
Cinderella City
Clark Colony
Fiske's Gardens
Fort Logan
Ken Caryl
Littleton
Melvin
Orchard Place
Petersburg
Sheridan
Sullivan
Tuileries

People - general, alphabetically

Cassidy
Chater
Dobbins
Dunn
Flood
Hardcastle-Erickson
Jones
Kehoe
Staats
Skerritt
Steck
Wollenweber

* Between the time this list was established and the completion of the project the following subdivisions became necessary:

Buildings	Transportation: Cherrelyn Horse Car	City Hall
Businesses	Banks	Theatres
Churches - By name	Grocers	Schools - By name

These headings grew out of the materials in the collection. Almost any collection will use some of them; the general history and the breakdown by decades; the places and place names; the names of people, schools and churches. All these are the skeleton of local history anywhere. The unique items are what flesh out local history. In Englewood this is the history of floods, of specialized transportation, the special importance of the volunteer fire department and the Tuileries.

In ranching country, ranches and cattle would be main subjects; in mining country, mines, mills and miners. These subject headings have to grow from the available material and the area, and should be checked often against the book subject catalog and the materials themselves before they are finally established.

Once they are established they can easily be expanded as materials are acquired. For instance, if a great many photos of the Volunteer Fire Department came in, they could be broken down into decades in the history of the Volunteer Fire Department. When there is not much on schools, all photos or all memorabilia (report cards, programs, annuals, etc.) can be together. When the collection grows they can be divided by the individual schools. This is the advantage of the system: any number of items can be added at any time, each where it will be most useful in relation to other materials in the collection.

INDEXING

The ephemera and photographic files of a local history collection should be self-indexing. When consulted by subject all materials or references to them should be present for study. In some cases a "see" reference must be indicated if materials have been grouped under one subject heading rather than another.

If more information is available under other headings the "see also" reference should be used. It is also used for materials containing

general and background rather than specific information. "See" and "see also" references should be written directly on the file folders or envelopes.

reference file

Indexing is also needed to produce a local reference file. This will be developed over a long period of time as the collection grows and is used. A card file should be established, on either 3x5 or 4x6 cards, containing references by subject headings. Photos, ephemera, clippings, newspaper references and book references may all be noted on cards, with dates. Small clippings can be pasted to cards. This index is particularly helpful for use with newspapers on microfilm, but any local history item is worthy of inclusion, such as paragraphs in standard state or county histories, or information from tape recordings. If items have been clipped from newspapers or magazines, the name, date and page of the periodical should be noted in the reference file as insurance against loss or damage of the clipping. Clippings should also be marked with subject heading and stamped with library stamp.

STORAGE

A legal size filing cabinet or a lateral file with a lock is the best storage for all materials not cataloged and shelved as monographs in locked cases. Photographs are usually kept separate, with their own dividers and headings. The materials can be kept in acid free (manila) folders or brown envelopes.

Ephemera or memorabilia is kept the same way. Items should be identified as to subject heading and folder in soft pencil on the item so they can be returned to the proper folder, which is marked with the same heading. About 10 items should be stored in each folder or envelope. When this number is reached or exceeded a second folder or envelope

should be started, marked:

Englewood Streets #2

and filed right behind

Englewood Streets.

Or, the streets on which much material is available should be subdivided:

Streets - Broadway.

VII. SERVICES

RETRIEVAL

Patrons looking for local history want general history, the answer to a specific reference question, or detailed material. The first can be answered usually in the general histories, the second by use of directories or reference books. The persons working on the last type of question want to see everything possible that could give or suggest information or leads to information. They want to study and compare photos, check photos against newspaper articles, and listen to tapes discussing the subject or period. For this reason all local history materials must use the same subject headings and index headings. Then the patron can be shown index cards to newspaper articles, all photo and ephemera envelopes or files. Summaries or transcripts of tapes should have subjects noted by headings, either in capital or red letters within the body of the summary or the table of contents of the transcript. Monographs usually have indexes and tables of contents as well as subject entries in the book catalog. When all these means of locating material are exhausted, the librarian can feel that the patron has seen everything available.

Problems associated with retrieval usually lie in misplacing or loosing items. Proper marking and collation can control these problems

by keeping materials together, intact and returning them to their proper places.

Pilfering of materials is not unknown and must be guarded against by copying facilities and collation. Instances of newspapers or books being mutilated are common when files of originals are used, but microfilming precludes this type of destruction. So does immediate shelving and close watch on the number and type of materials in use at one time. Most large research libraries restrict researchers to 1, 2 or 3 items at a time, which makes supervision easier. It is a good rule for smaller collections.

Forms should be developed to control materials and orders for materials out of the building for copying. They should be numbered sequentially and should contain patron's name, address, charges and details of order. One copy is made for library records, one for the photographer, and one for the patron. These may be color coded. See the sample work order on the following page.

USAGE

Rules for using local history materials should be clearly formulated in the policy and procedure book and posted in the area in which they are used, or each user should be handed a mimeographed sheet listing them. These rules should delineate where materials can be used, copying rules and rates, and the use of credit lines. A sample is:

1. All local history materials are kept in locked cases and must be requested at the desk.
2. All local history materials except certain clearly marked books must be used in the library, and should be collated upon return to the desk.
3. Printed materials may be copied if it can be done without

WORK ORDER

_____

Date _____

Name _____

Address _____

Phone _____

KIND OF WORK:

	Number	Negative # or Subject
Photographic Prints		
Slides		
Microfilm		
Print-out		
Reels	Positive	Negative
Copy Tape		
Photocopy of Xerox		

PROCESSING INSTRUCTIONS

Size _____ Finish _____

_____

_____

_____

_____

PRICES

Prints:	4x5	$2.50
	5x7	3.50
	8x10	5.00

Service charge for making negative $1.50

Photocopy, 15¢ per page
Microfilm print-out, $1.50 per page
Positive microfilm, $15.00 per reel

Materials will be used only by person making purchase, and all responsibility for this use is assumed by the purchaser. Materials should be credited to "Englewood Collection. Englewood Public Library".

Signature _____

Paid: date _____ Date promised _____

Amount: _____ Date finished _____

Delivered _____

damage to the materials, for 15¢ a page.*

4. Photographic copying of positive prints is done by the library upon written order from the patron. Charges are:

4 x 5 print	$2.00
5 x 7 print	3.00
8 x 10 print	4.50

and must be paid for when the order is placed.

5. Only ball point pens or pencils may be used in doing research in local history materials; no fountain pens, or ink bottles. Never mark the materials even with a pencil.**

6. Any use of pictures or other materials should be credited as to source if printed or in speech. The form to use is "Englewood Collection, Englewood Public Library".***

REPORTING TO OTHER AGENCIES

When a reasonably informative collection has been assembled on an area it should be made known. The local newspaper will report it to the immediate area, and nearby libraries will become aware of it. It should also be reported to researchers further away. The first two places to report holdings are:

AMERICAN LIBRARY DIRECTORY
R. R. Bowker Company
1180 Avenue of the Americas
New York, N.Y. 10036

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* This price will naturally be the usual price charged in the library for copying, except that ordinarily it is better that a staff member handle fragile or unique material to protect it from damage. This may necessitate an increase in price. In some libraries the price runs as high as $1.00 a page.

** This is a purely research rule, and not to be confused with the rules prescribing soft pencil only for photos, or ball point markings for ephemera.

*** This not only helps the library image, it makes research much easier for the user of the material if he knows where things come from.

as part of your regular library listing. Next send a note of the collection to the State Historical Society of Colorado,

14th Avenue at Sherman Street
Denver, Colo. 80203

If newspapers are included in the collection the Society will be particularly interested and will report it nationally.

If a good photo collection exists, it should be reported to:

PICTURE SOURCES
Picture Division, Special Libraries Association
235 Park Avenue South
New York, N.Y. 10003

Large manuscript or research collections are reported to:

NUCMC
National Union Catalog of Manuscript Collections
Library of Congress
Washington, D.C. 20540

The closest historical museum will be interested in your collection and your patrons. Non-library objects that are not suitable for your collection should be given to the museum. Museum personnel will use your materials as a research collection, and will send you patrons. Good inter-relationships with the museum and other local educational institutions will enrich everyone. At the same time library and museum materials will be in the proper collections, properly cared for and used.

VIII. TRAINING OF STAFF AND VOLUNTEERS

The service given to patrons asking questions about the local area, whether current or historical, has a great bearing on the value of a library to its community. Regardless of how good a collection is, if service is not complete, accurate, quickly and easily available, the library is not performing its function. For this reason, in-service training in managing a local collection must be developed. It should aim at a library staff that is fully committed to good service, and understands the local area as well as library policies, processes, and procedures. This requires continuing training programs as new service programs are developed or new personnel added. Staff responsibilities must be assigned and delineated to prevent ragged service and gaps in the collection.

VOLUNTEERS

When a library becomes involved in local history some volunteer help can often be used. Volunteers must be trained, assigned and supervised to be effective. Whether volunteers show up as individuals or come as a group they must receive just as complete training as the paid staff, and usually at the same time, so they can work well together. Classes in the history of the locale, orientation to the library, policies and procedures should be held as often as needed for both staff and volunteers. Then the assignments can be given and can be accomplished with limited supervision.

Usually persons who volunteer to work in a library do so because they have expertise to contribute, a need for constructive activity, or an unusual interest. They do not function well or productively if given only busy work, no training, and no supervision. Undirected volunteers waste not only their own time but the library staff's time and energy.

Areas in which volunteers function particularly well if trained and supervised are:

clipping newspapers and filing clippings
processing photographs or slides
(supervised) indexing
a speakers bureau
oral history programs

Training of staff or volunteers for work with a local history collection begins with regular staff orientation, or a volunteer orientation class. All new staff and volunteers have to understand the functions, structures and basic operating rules of the library before they go on to local history. They must know of the existence of collections, their materials and processes and procedures for the regular collection first; then they can begin to learn of special collections. They must also have a thorough knowledge of the area and the community. A study of the material in the collection and a reading of the basic books about the state and area should be a first step, not necessarily on library time. A reading list should be available for staff, volunteers, and regular patrons covering the standard Colorado histories and particular works about particular areas. Carl Ubbelhode's paperback COLORADO HISTORY and COLORADO READER and Dave Hick's HISTORY OF ENGLEWOOD would be good items to begin such a list because several copies of them could be circulated. All books on the list should be available in the library, although naturally not all of them will circulate, as many standard Colorado and local histories are scarce or rare.

When the background knowledge of both the library and the community is established and an interest has been expressed, a specific assignment in the local history collection should be made. Each person working with the collection should have available a copy of the policies and procedures of the library as they relate to the specific assignment. Usually this

will be available in a policy and procedure book.

Copies of instructions in the handling of specific jobs should be devised and reproduced on perhaps a single sheet so that each operation follows the instructions exactly and there are no variations. With experience staff will be able to work without these instructions, but they are essential for training volunteers and new staff. Volunteers in particular should always have them at hand, to lessen the temptation to improvise. The instructions should be checked before beginning a project, consulted during the project, and checked again carefully in detail before a project is judged completed.

SAMPLE

INSTRUCTIONS FOR WORKING WITH PHOTOS

Work with photos should be done on a fairly large table without other materials on it, so that all items can be spread out and compared without getting other materials mixed up with them. The table should be clean, or covered with clean paper.

MATERIALS

negatives, prints, original prints, slides.
ball point india ink pen for marking negatives.
ball point pen for marking slides.

#2 pencil for marking backs of prints. they break the finish.

TYPEWRITER
NEVER USE BALL POINT as HARD PENCIL

pink pearl eraser.
negative and slide envelopes.
library stamp and stamp pad.
photo files.

RULES

1. Subject headings are assigned to new photos only by the librarian in charge of the collection.

2. Original writing on original prints, either front or back, is not erased. It is copied only onto the back of a copy print. If it is erroneous, a note of the error is made, with correction and source:

> "Bea Cook Collins says this Petersburg School was not in use in 1896, but classes were held in a two story brick building. This building was being used as a church. 4-27-73."

Donor and date of acquisition should be recorded.

PROCEDURES

1. Sort photo prints, originals, negative, and slide if any, into sets. If there is no copy print of negative, the original is ready to be laid aside for filing.

SAMPLE

SAMPLE

2. Assign sequential negative number from master file to first set. # negative. Write number in lower left corner of original and copy print.

3. Assign slide # (if any) to slide, write on slide, and record on slide list. Record slide # in center bottom of original and print.

4. Copy subject heading and explanatory material in complete and exact detail from original onto copy print and slide.

5. Copy negative #, slide #, subject heading and all explanatory material onto negative envelope, with typewriter if possible.

6. Stamp print and slide with library stamp, lower right hand corner of print, bottom of slide.

7. Examine each part of set for completeness and correctness.

8. Sort into piles for filing. File prints by subject heading; slides and negatives, by number.

9. Make sure all materials are properly stored, and slide and negative numbers properly posted for next work session. Give all unclassified originals to the librarian for heading.

The librarian will naturally be responsible for assigning the subject headings, deciding which materials are to have prints and/or slides made, and the master negative number and slide number list.

SAMPLE

It is especially important that a copy of instructions such as this be at hand at all times when new staff members or volunteers are working with a collection. It prevents error, and insures uniformity. A policy and procedure book, a senior staff member, or guide such as this handbook should always be available for consultation. Copies of reference rules and usage rules should be clearly posted in the local history area, and copies of these instructions and the policy and procedure book should be filed in the cases with the materials. Consultation takes time, but not as much as straightening out mistakes in procedure or judgement.

VOLUNTEERS MUST BE GIVEN TRAINING, ASSIGNMENTS, SCHEDULES, AND SUPERVISION. The library staff cannot relinquish authority or responsibility of a program to volunteers, but often the volunteer, when trained, can manage the first steps of a program, such as clipping newspapers, without ever coming to the library.

IX. SPECIAL PROJECTS

ORAL HISTORY Oral history, as exemplified in folk tales, Bible stories, Homeric poems and legends, is much older than written history. Local history has a tremendous need for oral history told and recorded by the persons who have seen it happen. Fortunately for the libraries and librarians who wish to collect local history orally, both the means and the ways are becoming easier.

The basic tools of oral history are a tape recorder and a tape. The basic personnel are an interviewer and a story-teller or interviewee. The only other essential ingredient is a knowledge of the locale on the part of both parties, so that the finished tape contributes something to the knowledge of the past of the area, or observations of the present and hopes for the future.

Before a taping program is even contemplated a real assessment of costs of the effort, both in time and money, must be made. It usually takes 4-10 hours of time for a trained interviewer to make one hour of tape with typed summary, and 5-15 hours to make a tape and transcript. This time must be taken into consideration, along with the costs of buying tapes and recorders. Care of the tapes as a library acquisition also involves work and expense.

Tape recorders are becoming very common and quite inexpensive. Quite good ones using cassettes are available in drug and discount stores as well as "sound" stores. So are tape cassettes. The portable cassette recorder works on either house current or batteries. It is almost impossible to get the cassettes into the machine wrong. They are much easier to carry than the old reel machines, and they do not frighten the interviewee as the large old machines often did. It is wise to consult a local dealer

about tape recorders and tapes, and to find out if the dealer has copying facilities. If the equipment is bought locally, the dealer will be interested in the success of the venture and will probably contribute time and expertise to training the interviewer in the use of the equipment. He will also see that the best quality tapes available are in stock and used. It is money saving to buy tapes in quantities of at least a dozen.

The interviewer must spend a good deal of time learning basic facts of the history of the community, and finding out through source materials which people should be interviewed. A study should be made of areas in which history is lacking, and persons who can illuminate these areas should be selected to be interviewed. A list of potential interviewees should be developed during the preliminary research, and always maintained while interviews are being conducted.

Appointments should be scheduled several days in advance. Preliminary contact with the interviewee can be by letter, by telephone, or in person. It usually takes three or more contacts to get an interview scheduled. A number of interviews should be scheduled for one period of time--say twelve interviews in the course of one month. Interviews with two or three interviewees at a time are usually more rewarding than those with a single person. This is especially true in interviews of reminiscence or among persons of long acquaintance or family members.

Tapes must be stored in wooden cases or cabinets, as metal tends to magnetize tapes and produce blank spots. Cassettes fit card catalog drawers, reels fit bookshelves. Tapes must be rewound <u>at least</u> once a year, preferably twice, or else the sound may "bleed" between layers of tape, thus destroying the tape. Any tape that is to be used for reference as a tape rather than in transcript must be copied for use, with sealed

retention of the original for safety. This means doubling copy costs and tape costs.

If the original tape is sealed and a copy used for reference, patrons may be able to find what they need on the tape from a brief summary, preferably written by the interviewer for the sake of accuracy. The summary will contribute names, dates, places and other factual headings to augment material in published items. If only one tape is made, a much more detailed transcript must be typed, transcribed word for word from the tape. Use of the original tape must then be strictly forbidden, becuase of the danger of accidental erasure or other damage.

Policies in the question of making a word-for-word transcript versus making a second tape for use, with a summary, are under discussion by the Oral History Association. Until a few years ago only a thoroughly edited transcript was considered oral history. Often the original tape was destroyed. With the convenience and cheapness of the cassette tape and the small recorder, however, and of the possible discrepancies in transcripts, the use of the copy tape as the particular reference tool seems to be winning the most adherents. Copying tapes costs less than making and editing transcripts.

Oral history tapes, like memoirs, diaries and letters, are protected under the common law of ownership rather than copyright laws. When a tape is made a deed of gift should be filled out, listing interviewer, interviewee, subject, restrictions if any, and any accompanying documents. The Deed of Gift form as shown on page 19 above for any other gifts may be used. As an added protection an introductory statement by the interviewer should be recorded on each tape giving:

name of interviewer
name of interviewee or interviewees
institution for whom tape is being made
date

place
any unusual circumstances.

If special noises are heard during the interview, such as airplanes, sirens, clocks, or doorbells, they should be mentioned in the tape. At the end of the tape it should be clearly closed by the interviewer, ending with "Thank you." The good interviewer starts the conversation but does not intrude, except for questions that clarify or expand subjects. Occasionally the interviewer needs to bring in a new subject for further explanation, or needs to return to one the interviewee passed over without enough explanation. When names of persons are mentioned, they should be stressed or even spelled for the benefit of listener or transcriber.

Some interviewees are born story-tellers and need little assistance. Some need a great deal of drawing out. Having two or three persons at an interview, either family members or old friends, often doubles the spontaneity and triples the information of an interview. The speakers draw each other out and minimize the presence of the interviewer on the tape.

The interviewer should take notes during the interview, containing factual material to help in summarizing or transcribing. He should also note further questions and prospective interviewees. The interviewer may desire to refer to printed materials for verification of facts after a tape is completed. This source verification should be noted on the transcript or the deed of gift.

If transcripts of the interview are used, regular library rules suffice to cover reference use. If duplicate tapes are used they necessitate having a play-back unit which will not record or erase, a secluded and quiet spot in which to listen to the tape or a pair of earphones. Reference staff must know how to use the recorder.

Some interviewees find the use of photographs or documents very

helpful in recalling facts. If these are used they should be identified on the tape. An effort to secure them, at least in copy, is essential. Photos and oral history are strongly interrelated.

Oral history is an especially valuable tool for exploring aspects of local history that would otherwise be lost because never recorded. The interviewer finds subjects that need exploration during research, from leads during interviews, or from patron requests. The library as a whole then pursues the subjects.

COMMUNITY RECORDS

Today there is a great need for the information contained in local government documents. The actions of local government touch our everyday lives in many ways. These papers are produced or used in a community in the regular conduct of its business. Libraries for many years have collected state and federal documents, but local ones, if collected at all, were either cataloged as monographs or dropped into a vertical file. They were subjected to special wear--the ravages of use, loss or misplacement. The publications of our towns are becoming so numerous now, and so important to our well being that they should be systematically collected and serviced.

Local government publications should be handled as a collection separate from any other in the library. A system that will accomodate all kinds of publications should be used. It must be so constructed as to adapt to and keep track of the constantly changing patterns, problems, growth and structure of local government units.

The key to arranging local government publications is to use as "author" the agency or unit that produced them. First an organizational chart of the government should be obtained. It must be detailed enough to outline the departments, bureaus, commissions, boards, sub-departments,

and offices in the city or county, and show how they interrelate. The telephone directory, city reports, annual budgets, court house or city hall directories can all be used to determine organizational structure if a chart is not available. However a chart which is developed by this method should be checked for accuracy by departmental administrators, the city manager, or the mayor.

In the Denver Metropolitan phone book for example, appears:

Englewood City Government:

Fire Department
Police Department
Animal Control
City Hall
Civil Defense
Library
Recreation Facilities
Water and Sewer

These headings are familiar from the list of subject headings in the Local History and Photo files, but they must be augmented by a listing of the offices found in City Hall, and a listing of boards and commissions from the mayor's or manager's office.

When this outline has been established all materials collected from one office or agency are filed together consecutively by office of origin and by date. These groups of records are kept permanently together except when needed. If offices or commissions have changed name or have been discontinued or changed function these changes are noted on the structure chart, the new name used, but the record group continues as one entity.

Secondary divisions are grouped together under the primary heading of the department or commission. Series of like documents such as planning office reports are filed together, by date, under agency, office, type, and date. Headings will ultimately look like this, depending entirely on

the function of the agency:

Mayor's office

Addresses, Proclamations, etc.
Annual Reports
Bulletins, Newsletters, etc.
Constitutions, Charters, etc.
Correspondence
Manuals, Handbooks, etc.
Maps
Minutes of Meetings
Periodicals
Publications
Press Releases
Reports

It will take a long time for these groupings to establish themselves, and not every agency will have every heading or type of document. Dates of the publication should appear on every item, because they are filed chronologically, and this is the key to finding them within the file. The only exceptions are continuations, parts, supplements, or amendments, which are filed--chronologically--with the original publications.

Servicing these publications is a constant task. Knowing what to collect, how to place each item so that it is immediately available, and which item or series of items a patron needs to answer a specific question requires a depth of knowledge both about the structure of the community and its agencies. This awareness of current events is not acquired without some work. When a topic is important and under discussion in a locality is the time for the collection to contain much material on all its aspects. Perhaps the reports of the Planning Commission are needed by the public before another meeting of the Commission, and then again before the Commission reports to the City Council. The material provided to the Commission and the Council as bearing on the decision, is important to the public also, during this period of study and discussion. When a decision has been reached and implementation begins and publication

of the report of the decision is achieved, the bulk of the illustrative material is no longer needed. It can be discarded, as the minutes or published reports of the hearings and meetings cover the subject.

The process of constantly eliminating material from the records groups is the only weeding ever done in a local history collection. When the weeding (the elimination of duplicate, repetitive or extraneous material) is completed, usually only about 10% of the bulk of the records remain. The weeding should be done on a set schedule to prevent accumulation of bulk. Material is usually kept for a period of one year, or three years, and then either discarded or placed into the permanent historical collection. A lateral file or standard file drawer is the best equipment for storing this material.

The most important functions for a Community Records collection are collecting and arranging the material, providing quick service of it to the public, and systematically weeding and sorting for the historical collection.

COMMUNITY RESOURCES

Sources other than local government can contribute to a community collection. Acquiring these materials may be more difficult than getting documents from the library's parent agency, but it usually repays the effort. These items include the publications of the county, regional councils, and other such agencies. School records are valuable, but student records are usually previleged--meaning not accessible to the public. Published reports of school districts and boards show a good deal about a community.

All such records should be sought on a scheduled and regular basis and should be handled as are community records, using the agency or source as author or authority, and arranged chronologically. They must also be weeded constantly, selectively, and ruthlessly.

COLLECTING CURRENT HISTORY

The present is the stuff of which history is made. Any library intending to build a local history collection should be collecting items to answer questions both now and in the future. Much material of value in a collection can be acquired at no expense while it is current, if space is available to store it. The local newspaper, school, club and church newsletters, maps, photos which are donated, and current public records are examples of easily acquired current materials.

Space is always a consideration in libraries, so current material must be evaluated and considered just as is all other material. While a topic is current, several copies of the materials dealing with it may be required, as may material illustrating all sides of a question such as position papers or political speeches. When a situation has been resolved, a problem solved, or a decision made, much of the material may safely be discarded. Again, usually only 10% of the current material is worthy of being kept permanently. The rest has served its purpose by stimulating discussion and thought while the topic was current.

Indexing the local newspaper is the easiest way there is to control current history without adding bulk to the collection. A 3 x 5 card file using the already established subject headings of the local history collection, noting newspaper, subject heading, date and page number is perfectly adequate to keep the subject permanently recorded. This index is particularly useful when the newspaper is microfilmed. If an index of this type is established, one staff member or dependable volunteer should be assigned to do the indexing as the weekly or daily newspaper appears. Each issue can usually be indexed in less than an hour. Except in articles of great local interest it is not necessary to index major daily newspapers. They are indexed by the publisher and questions will be answered

by the newspaper library. Articles of special local interest should be clipped and placed in the ephemera file, carefully marked with source, date, and page.

RESOURCE PERSONS

Another card list which can be developed to help make the library a center for access to community resources is one that lists persons in the community who are able and willing to share their expertise. Access to persons who have special knowledge, hobbies, skills or interests can greatly enhance the library collections and programs, and can be a source of assistance to organizations and institutions. The organizations can be expected to reciprocate by expanding the list and by greater community and library participation. When the list of resource persons is enhanced by bibliographies, books, films, recordings and other audio and visual aids the library becomes the point of origin for a great deal of the community's educational, and cultural growth. It also tends to give the library a broad and constantly growing base of support.

By identifying individuals or groups with interests and expertise to share, this list can be utilized to develop a speakers bureau or an opinion survey. The list must be kept current, with the knowledge and assistance of the persons listed. It should also contain a list of clubs and service agencies, churches, special events in the community, emergency services, and basic or important dates.

A very helpful outgrowth of this file or list could be a sheet, or brochure to give to new residents, showing institutions, organizations, recreational and cultural facilities.

For a local history or local affairs collection to be useful to the library it must reach out into the community beyond the usual library public. Citizens must be made aware that they can read the agenda and

supporting material for a council or commission meeting in the library rather than going to the city clerk or City Hall. They must be aware of the services the library offers, and the hours it is open. They must know about the availability of films, or resource persons or special historical files. Publicity only is not enough, it takes the active cooperation and interest in the project of the entire city government as well as special materials and services to reach new segments of the community. The library staff has to be aware of community interests and activities. Cooperation between institutions and cultural groups, museum and library, schools and civic organizations can result in great growth for all concerned. Communication networks should be fostered. These networks improve service as well as reputation. The local library can well become the nerve center of the entire community and should be a living and lively center of self-identification for the entire locale, both past and present.

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XI. ADDRESSES AND SOURCES

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American Microdata, 2010 Curtis Street, Denver, Colorado 80205

Bro-Dart Library Supplies, 1888 South Sepulveda Boulevard, Los Angeles, California 90025

Gaylord Library Supplies, 155 Gifford Street, Syracuse, New York 13201

Hollinger Corporation, 3810 South Four Mile Run Drive, Arlington, Virginia 22206

LIBRARY TRENDS, Subscription Department, University of Illinois Press, Urbana, Illinois 61801

The Manuscript Society, 120 Prospect Avenue, Princeton, New Jersey 08540

Markilo Company, Capitol Station P. O., Box 6452, Phoenix, Arizona 85005

Mile High Office Supply Company, 2515 West Eighth Avenue, Denver, Colorado 80204

Rockmont Envelope Company, 3500 Rockmont Drive, Denver, Colorado 80216

Special Libraries Association, 235 Park Avenue South, New York, New York 10003

Society of American Archivists, The Library, P. O. Box 8198, University of Illinois, Chicago, Illinois 60680

TALAS Technical Library Service, 104 Fifth Avenue, New York, New York 10011